

How to complete the DD Form 1556

Using the link at the DLAMP website

<http://www.cpms.osd.mil/dlamp/dd1556/DlampDD1556.pdf>

- Open the electronic version of the DD Form 1556.
- Complete the form using the instructions below.
- Print a copy of the completed DD 1556 and obtain appropriate supervisory signature.
- Fax a signed copy to DLAMP at (703) 696-9581 at least four (4) weeks prior to the beginning of the course. Your fax should also include:
 1. course description from the university catalog
 2. copy of degree program requirements (core & elective course list) from the university catalog, if applicable
 3. itemized list of all mandatory student fees associated with the course (e.g. technology fee, mandatory semester fee, student fees, etc.). The total dollar amount for these fees must be shown in block 25b of the DD 1556.
 4. information on payment processing obtained from the university, to include:
 - name, phone number and fax number of the individual or department to whom third party payment should be made
 - acceptable methods of payment (credit card is preferred)

NOTE: Proof of successful completion of previous course work funded by DLAMP must be provided to DLAMP before additional requests for tuition assistance will be considered.

INSTRUCTIONS

Note: You may leave blank any block for which instructions are not provided.

Block

- 1. Name** Student's last name, first, middle initial
Include your fax number and work email address in this block also
- 3. Social Security Number** Enter the nine digit number *without* dashes or spaces

- 4. Education level** Enter 13 for Bachelor Degree
Enter 14 for Post Bachelor
Enter 15 for 1st Professional
Enter 16 for Post 1st Professional
Enter 17 for Master Degree
Enter 18 for Post Master
Enter 19 for 6th year Degree
Enter 20 for Post 6th Year Degree
Enter 21 for Doctorate Degree
Enter 22 for Post Doctorate

5. Enter years and months of Continuous Federal Service Self-explanatory

6. Home Address Required information

7. Phone Numbers Provide home and office

8. Position Title Self-explanatory

10. Pay Plan Series/Grade/Step

11. Organization Name Enter Department/Agency or Activity

12. Organization Mailing Address Self-explanatory

14. Type of Appointment Enter CC for Career Conditional
Enter C for Career
Enter E for Excepted

17. Course Title Self explanatory

18. Training Objectives Enter one of the following:

- DLAMP Master's Degree program majoring in _____ at _____
(academic institution), to fulfill DLAMP master degree requirements.

OR

- DLAMP Round out course at _____(academic institution) to
fulfill DLAMP executive skills requirements.

19. Recommended Training Source, School or Facility

- **Name of University** Self explanatory
- **Mailing address** Self explanatory
- **Location** Actual course delivery site. **If course is being taught on-line indicate that in this block**

21. Course hours Indicate total number of duty and non-duty class hours.

22. Course Identifiers

- b. Enter course number

23. Training Period

- a. **Start** YYYY/MM/DD (2006/09/21)
- b. **Complete** YYYY/MM/DD (2006/12/23)

25. Direct Costs

- a. **Tuition Cost** Actual cost of course. Be sure to check with the university to verify tuition for the semester/quarter in which the course will be taught.
- b. **Other Costs** Student fees and costs associated with tuition such as registration, resource and lab fees. NOTE: Books and local travel expenses should not be listed on the DD Form 1556 but must be submitted on the SF 1164 Claim for Reimbursement for Expenditures on Official Business.

32. Supervisor

- a. **Typed Name** (Last, First, Middle Initial)
- b. **Phone Number**
- c. **Signature and Title.** Must be signed. Print or type supervisor's job title
- d. **Date** Write or type in date

SECTION E – TRAINEE AGREEMENT / CERTIFICATION

39. Trainee Signature

- a. Student must sign and date the form to acknowledge the privacy act, the obligated service agreement, the requirement to satisfactorily complete the course or reimburse the government, and to verify he/she is not receiving other contributions or payments for this training. Before the DD Form 1556 is completed and submitted to DLAMP for processing the student will enter the dates of the period of obligated service in Blocks 38f (1) and (2) in accordance with the Component's policy and procedures.
- b. **Date Signed.** Must be dated.